

NTTA Projects	Original Issue Date: 06/05/2008	ROW-01
Resource: ROW	Revision 4 Issue Date: 05/26/2026	Page 1 of 4
Title: ROW Surveying & Mapping		

1.0 PURPOSE:

The purpose of this document is to define the procedure for coordinating, developing, overseeing, and reviewing Right-of-Way (ROW) surveying and mapping activities.

2.0 RESPONSIBILITIES:

- 2.1 ROW Surveyor – The ROW Surveyor shall be responsible for coordinating with ROW Manager to ensure that Rights of Entry (ROE) have been obtained prior to performing surveys on private property, and ensuring that property descriptions and survey plats shall be prepared with the intent to convey title to NTTA and clearly define the property location. The ROW Surveyor will work closely with the ROW Team, ROW Manager and the Project/Corridor Manager to coordinate ROW maps and surveying tasks in accordance with NTTA’s standards.
- 2.2 ROW Team – The ROW Team is responsible for managing and reviewing the work performed by the ROW Surveyor and coordinating their scope of work and deliverables with the ROW Manager and Project/Corridor Manager.
- 2.3 ROW Manager – The ROW Manager is responsible for performing oversight of the Project Surveyor and performing a QA/QC review of the ROW mapping documents and ROW deliverables for conformance with NTTA ROW survey and mapping requirements.
- 2.4 NTTA Project/Corridor Manager – The NTTA Project/Corridor Manager is responsible for the review and approval of all ROW surveys and mapping deliverables prepared by the Surveyor before being accepted as final.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

NTTA Projects	Original Issue Date: 06/05/2008	ROW-01
Resource: ROW	Revision 4 Issue Date: 05/26/2026	Page 2 of 4
Title: ROW Surveying & Mapping		

4.0 REFERENCES:

- Law and Rules - Texas Engineering and Land Surveying Practice Acts and Rules Concerning Practice and Licensure - Texas Board of Professional Engineers and Land Surveyors
- Texas Society of Professional Surveyors *Manual of Practice*
- NTTA PS&E Manual
- TxDOT Survey Manual
- ROW-02, *Right of Entry* procedure

5.0 DEFINITIONS & ACRONYMS:

- Land survey, boundary survey or property survey – A survey performed by a Registered Professional Land Surveyor (RPLS) for the primary purpose of locating, describing, monumenting and mapping a parcel of land.
- Surveyor, Land Surveyor or Registered Professional Land Surveyor – A person holding a valid license to practice land surveying as a Registered Professional Land Surveyor (RPLS) in the state of Texas, as issued by the Texas Board of Professional Engineers and Land Surveyors (TBPELS).
- TBPELS - Texas Board of Professional Engineers and Land Surveyors
- TSPS - Texas Society of Professional Surveyors
- TxDOT - Texas Department of Transportation

6.0 PROCEDURES:

- 6.1 Obtain Rights of Entry** - As with any survey, permission to enter property must be obtained prior to entering the property and arrangements must be made with property owners, tenants, or agents responsible for the property. Depending upon the area, hours of work, and nature of traffic control, local law enforcement officers may need to be notified.
- 6.2 ROW Surveying** – The ROW Surveyor shall ensure that ROEs have been obtained prior to performing any type of field surveying on private property in accordance with ROW-02, *Right of Entry*. All surveying necessary for ROW acquisition shall be performed under the supervision of a RPLS. All surveying shall conform to all applicable surveying laws and the *Professional Land Surveying Practices Act* and shall follow *Law and Rules* of the TBPELS. The Texas Society of Professional Surveyors *Manual of Practice* may be used as a guide in determining accuracy requirements and procedures to follow. A Summary ROE Report is prepared by the ROW Team to summarize any special provisions and requirements that the property owner has requested of the NTTA relative to property access and include in this report the owner’s contact information.

NTTA Projects	Original Issue Date: 06/05/2008	ROW-01
Resource: ROW	Revision 4 Issue Date: 05/26/2026	Page 3 of 4
Title: ROW Surveying & Mapping		

- 6.3 **ROW Mapping** – The Project Surveyor shall develop the ROW maps in accordance with NTTA’s standards while adhering to the project budget and schedule. The Surveyor shall also ensure that a compliance review is performed of all deliverables consisting of the ROW maps, property legal descriptions, and survey plats.
- 6.4 **Preparation of Acquisition Documents** – The ROW Surveyor shall ensure that property descriptions and survey plats are prepared with the intent to convey title to NTTA and clearly define the location of the property. State law stipulates that any property description prepared with the intent to convey title constitutes a boundary survey, falling under the jurisdiction of the TBPELS.
- 6.5 **NTTA Review and Approval of ROW Acquisition Documents** – The NTTA Project/Corridor Manager shall review and approve of all ROW surveys and mapping prepared by the ROW Surveyor before being accepted as final ROW and Survey documents. Any comments or edits requested by NTTA shall be addressed by the Surveyor and all edited documents shall be re-issued to NTTA for final approval and filing. The Surveyor shall also furnish electronic copies & CAD files of all deliverables to the NTTA once all comments have been addressed and accepted by NTTA.

7.0 REGULATORY REQUIREMENTS:

- 7.1 Texas Administrative Code, Title 22 Examining Boards, Part 6 Texas Board of Professional Engineers and Land Surveyors, Chapter 138 Compliance and Professionalism for Surveyors, Subchapter E Professional and Technical Standards.
- 7.2 Any instrument carrying the seal and signature of a Registered Professional Land Surveyor (RPLS) must comply with the Professional Land Surveying Practices Act and Rules adopted by the TBPELS.

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

10.0 FLOWCHART:

N/A

NTTA Projects	Original Issue Date: 06/05/2008	ROW-01
Resource: ROW	Revision 4 Issue Date: 05/26/2026	Page 4 of 4
Title: ROW Surveying & Mapping		

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Dave Clarke	06/05/2008		Original Issue
1	Gary Reinhardt	09/08/2008		Added responsibility of RAT Leader and Rights of Access
2	Dave Clarke	02/03/2010	10096	Deleted Item 2.0, Guiding Principles, and minor edits to the procedures Section 6. Added links to external web sites
3	Dave Clarke	05/06/2011	10315	Added items 2.4, ROW Development Manager Responsibilities and Item 6.5, NTTA Review and Approval of ROW documents
4	Marcos Sosa	05/26/2026	11104	Updated to NTTA current practice, Role title changes, and changes in Texas State Law merging Professional Engineers and Land Surveyors into same oversight Board and other minor changes.